

To Collect a Judgment, You Must Complete and Submit to the Clerk for Each Execution:

1. One (1) U.S. Marshal's 285 Form (obtained from the Clerk's Office)
2. One (1) original Application for Writ of Execution (Form E-1), plus (3) copies
3. One (1) CERTIFIED copy of the Final Judgment, plus (3) uncertified copies (\$9.00 fee for certification of final judgment plus \$.50 per page)
4. One (1) original Writ of Execution (Form E-2), plus (3) copies
5. If you are garnishing the judgment debtor's wages, you must complete and submit:
 - a. The case style and case number on one (1) original Summons and Notice to the Garnishee (Form E-3), plus (3) copies
 - b. The case style and case number on one (1) original Notice to Garnishee/Employer (Form E-4), plus (3) copies
 - c. The case style and case number on one (1) original of the Answer of Garnishee/Employer for Wages & Salary (Form E-5), plus (3) copies
 - d. One (1) original Notice to Judgment Debtor (Employee)(Wage Garnishment)(Form E-6), plus (3) copies (with attached Motion forms 1 & 2)
6. If you are garnishing a third party holding funds (other than wages) belonging to the judgment debtor (e.g., a bank), you must complete and submit:
 - a. The case style and case number on one (1) original Summons and Notice to the Garnishee (Form E-3), plus (3) copies
 - b. The case style and case number on one (1) original of the Answer of Garnishee for Funds Other Than Salaries, Wages or Earnings of Judgment Debtor (Form E-7), plus (3) copies
 - c. One (1) original Notice to Judgment Debtor (Non-Wage Garnishment) (Form E-8), plus (3) copies (with attached Motion form 1)
7. If you want to levy or execute upon personal or real property belonging to the judgment debtor by a non-garnishment execution, you are advised to:
 - a. Consult with the U.S. Marshal's office before filing your application for a writ of execution
 - b. Complete the Marshal's 285 form with specificity, i.e., specifically describe the property involved and its location and provide other information to assist the Marshal

IN THE UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF TENNESSEE

v. _____

Case No. _____

APPLICATION FOR WRIT OF EXECUTION

The Judgment Creditor, _____, hereby makes application to the Clerk of the United States District Court to issue an execution in the above case to satisfy a judgment against the judgment debtor(s) herein, _____ for \$ _____, plus accrued interest in the amount of \$ _____, through _____, computed at the rate of _____%, plus costs formally
(date)
taxed by the Clerk or the Court in the amount of \$ _____. * The total amount of payments made by judgment debtor(s) on this judgment is \$ _____.
(if no payments have been made, enter "0")
The balance of the judgment that remains unsatisfied, as of _____, including accrued interest and costs, if applicable, after payments from the judgment debtor(s) have been
(date)
credited, is \$ _____.

Judgment Creditor/Attorney for Judgment Creditor

Address

Telephone Number

*If no costs have been formally taxed by the Clerk or the Court, enter "0."

**IN THE UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF TENNESSEE**

WRIT OF EXECUTION

To the United States Marshal for the Middle District of Tennessee:

You are hereby commanded to take from the property of:

(Judgment Debtor)

including the property listed below, the sum of:

\$ _____,
(Enter the Balance of Judgment corresponding to the last line in the Application for Writ of Execution)

to satisfy a judgment obtained by the judgment creditor in the United States District Court for the
_____ District of _____, and also the costs that may accrue under
this writ.

You are further commanded to pay such monies, when collected, into this Court and you shall
make return as to how you have executed this writ within the time allowed by law.

Description of Property:

CLERK, U.S. DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE
800 U.S. COURTHOUSE, 801 BROADWAY
NASHVILLE, TN 37203

(Deputy Clerk)

Date Issued: _____

IN THE UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF TENNESSEE_____
v. _____

Case No. _____

SUMMONS AND NOTICE TO THE GARNISHEE

NOTICE: Although you have a longer time in which to answer the court concerning this garnishment, you must do the following on the same day you receive the garnishment, or on the next working day:

- (1) Determine if you possess or control money or property of the judgment debtor.
- (2) If so, within the same time period, you shall furnish a copy of this garnishment summons, a copy of the Notice to Judgment Debtor (Form E-6 if the garnishment is for wages; Form E-8 if the garnishment is not for wages), and a copy of the Notice to Garnishee/Employer (Form E-4), if the garnishment is for wages, by mailing them first class, postage prepaid, to the judgment debtor's last known address as shown by your records, or by actual delivery to the judgment debtor.
- (3) If the address shown by your records differs from that shown at the bottom of the Notice to Judgment Debtor, you shall also mail a copy of the summons and notice(s) to the latter address.

As required by law, T.C.A. § 26-2-203 and T.C.A. § 26-2-204, you are summoned to mail an answer within ten (10) days after the date of service of this garnishment to the Clerk, U.S. District Court, 800 U.S. Courthouse, 801 Broadway, Nashville, TN 37203. If you are an employer, you must read Form E-4 and complete Form E-5. If you are holding funds belonging to the judgment debtor other than salaries, wages or earnings, you must complete Form E-7.

FOR EMPLOYER GARNISHEE: This lien shall continue as to subsequent earnings until the total amount due is paid or satisfied, OR until the expiration of the employer's payroll period immediately prior to SIX (6) CALENDAR MONTHS after service of this garnishment, whichever occurs first. This lien shall have priority over any subsequent liens obtained. Subsequent execution shall be effective for the successive calendar month periods in the order in which they are served.

You are required to withhold the garnishment amount, or part thereof, from the employee's wages and to pay these monies not less than one time each calendar thirty (30) days to the: Clerk, U.S. District Court, 800 U.S. Courthouse, 801 Broadway, Nashville, TN 37203. You are liable for failure to withhold from the employee's wages and for failure to pay these monies to the Court.

FOR NON-WAGE GARNISHEE (e.g., financial institution): You are required to pay any garnished funds within your possession within thirty (30) days of service to the Clerk, U.S. District Court, 800 U.S. Courthouse, 801 Broadway, Nashville, TN 37203.

ISSUED this _____ day of _____, _____.

UNITED STATES DISTRICT COURT CLERK

By: _____

(Deputy Clerk)